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DD/S&T #3489-69/1  
5 September 1969

**MEMORANDUM FOR:** Executive Officer, OSI  
Executive Officer, OSP  
Executive Officer, OCS  
Executive Officer, OSA  
Executive Officer, ORD  
Executive Officer, FMSAC  
Chief of Staff, OEL

**SUBJECT** : Changes in Critical Key Employee List  
for Official Home-Area-to-Work  
Transportation during Snow Emergencies

1. The Director of Logistics has requested an updated listing of designated DD/S&T critical key officials and employees who should be furnished home-area-to-work transportation during snow emergencies when private and public transportation is at a standstill. Due to equipment and manpower limitations, such transportation can be provided for a very small cadre force not to exceed a total of [redacted] 25X1

2. Please review the list previously submitted by your office, making any necessary changes and possible reductions, and forward two copies of the revised list to this office by 22 September. You should indicate on the list those individuals who do not presently hold the Virginia Civil Defense Personal Identification (blue card) so that cards may be issued for them. Identification cards for individuals who have been removed from the list should be returned to this office. Also, your office should designate one individual on the list as a single point-of-contact who in turn will notify other key personnel during snow emergencies.

25X1A

[redacted]  
Chief, Administrative Support Staff  
DD/S&T

DD/S&T  
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DD/ST# 5484-65

3 SEP 1969

MEMORANDUM FOR: Deputy Director for Science and Technology

ATTENTION : Chief, Administrative Support Staff, DD/S&T

SUBJECT : Changes in the Critical Key Employee List for Official  
Home-Area-to-Work Transportation During Snow  
Emergencies

REFERENCES : (a) Memo dtd 28 Aug 68 to DD/S&T fr D/L, same subject  
(b) Memo dtd 28 Oct 68 to D/L fr Chief, Administrative  
Support Staff, DD/S&T, same subject

1. This memorandum suggests action on the part of the Deputy Director for Science and Technology; this action is contained in paragraph 2.

2. Reference (a) requested changes desired in the listing of designated critical key officials and employees in your Directorate who should be furnished official home-area-to-work transportation during snow emergencies when private and public transportation is at a standstill. Reference (b) provided the requested information. In order that the lists of names previously submitted may be brought up to date, it is suggested that personnel changes desired by your Directorate be forwarded to this Office for inclusion in updating the overall Snow Emergency Plan. Any change in the official designated to act as single point-of-contact on problems concerning implementation of the emergency plan also would be appreciated.

3. Due to equipment and manpower limitations, emergency home-area-to-work transportation can only be provided for a very small cadre force not to exceed a total of [redacted] for your Directorate. Because of these limitations, and in order to provide service for the largest number of employees possible, Agency emergency bus routes were developed based on residential patterns of designated critical key employees. Employees so designated are expected to make their way to the bus routes during snow emergencies because conditions during these periods preclude individual off-route pickups.

25X1  
DD/S&T

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SECRET

SUBJECT: Changes in the Critical Key Employee List for Official Home-Area-to-Work Transportation During Snow Emergencies

4. Similar memoranda have been forwarded to the designated single point-of-contact in the Offices of the Executive Director-Comptroller and the Deputy Directors for Intelligence, Plans, and Support. When all replies are received, changes in the plan will be developed as appropriate, and you will be advised accordingly.

25X1A

[Redacted]  
George E. Melon  
Director of Logistics

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